

# Law Student Opportunities

## Civil Law Division

### Employment & Administrative Mandate Section - Los Angeles

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The Employment and Administrative Mandate ("EAM") Section of the Office of the Attorney General primarily handles civil litigation in the area of employment law.

Deputy Attorneys General in the EAM Section represent, counsel and defend state government agencies in employment matters in state and federal courts, and administrative tribunals. These cases usually involve claims of discrimination, harassment and unlawful retaliation under the Fair Employment and Housing Act or Title VII. Deputies also work on non-employment matters, including representing the Department of Motor Vehicles in writ proceedings challenging license suspensions under California's Administrative Per Se driving while intoxicated laws, and third party discovery matters in criminal cases in which criminal defendants seek access to personnel records of state employees (*Pitchess* motions).

The EAM Section has volunteer externship opportunities available throughout the school year and summer. Student externs will have the opportunity to assist EAM attorneys on a broad range of legal issues. Assignments will involve analysis, research and providing written memoranda, as well as preparing pleadings, discovery and assisting in trial preparation. Externs may also attend witness interviews, depositions, settlement conferences, court hearings, administrative hearings and trials. Externs who have become Certified Law Students through the California State Bar may also have the opportunity to prepare an opposition to a *Pitchess* motion and argue the motion in court under the supervision of an EAM Deputy Attorney General.

Second and third year law students who are interested in employment and administrative law are encouraged to apply for externship positions. Applicants must have excellent legal research, writing, oral communication, and analytical skills, and must have completed evidence and civil procedure courses. A background check, including fingerprinting, is required. The externship program requires approximately 15-20 hours per week during the spring and fall semesters, and is full time during the summer. Externships are unpaid, but students are encouraged to explore the possibility of earning academic credit with their school.

## How to Apply:

Students interested in applying to EAM's Los Angeles externship program should submit a cover letter, resume and writing sample to:

Darren Shaffer  
Michael Yi  
Deputy Attorneys General  
Office of the Attorney General 300  
South Spring Street, Suite 1702 Los  
Angeles, CA 90013  
[darren.shaffer@doj.ca.gov](mailto:darren.shaffer@doj.ca.gov)  
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